

HUMBOLDT STATE UNIVERSITY



Budget Analyst

College of Arts, Humanities and Social Sciences

Job # 21-77

Close Date: Sunday, October 17, 2021

(Job #21-77) Admin Analyst/Specialist II, Budget Analyst, \$4,693 – 8,489. Appointments are typically made at the beginning of the salary range. This is a full-time, benefited, exempt, 12-month pay plan permanent position with a one-year probationary period in the College of Arts, Humanities and Social Sciences. This position comes with an extensive benefits package that includes comprehensive medical, dental, and vision coverage, CalPERS retirement, Fee Waiver eligibility (reduced tuition on most CSU system classes), life insurance, and voluntary pre-tax health and dependent care reimbursement accounts. Additional benefits information can be found at <https://hraps.humboldt.edu/employee-benefits>.

Humboldt State University is a Hispanic-Serving Institution that strives to foster an inclusive and equitable community to support our students of diverse backgrounds. HSU is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality committed to working in a multicultural and multiracial community that reflects the diversity of the state. Additional information about Humboldt State University can be found at www.humboldt.edu.

Position Summary: Working in conjunction with the Office of Academic Affairs budget team and under the general direction of the Dean, the College Budget Analyst for the College of Arts, Humanities and Social Sciences (CAHSS) performs complex budget analysis, formulates strategic budgetary recommendations and procedural policy assessments, and offers guidance to the Dean and Associate Dean of the College, college budget committees, and 22 Department Chairs & Program Leaders. The incumbent serves on the Dean's leadership team, provides lead work direction in the areas of budget and schedule projections to 11 Department Chairs and 8 Administrative Support Coordinators and performs budget related functions for the College. The incumbent manages multiple funds in four distinct business units (State-side, Sponsored Program Foundation, Advancement and College of Extended Education and Global Engagement). The College Budget Analyst is responsible for the collection, analysis, and dissemination of information on a variety of topics, including, but not limited to: fund and business unit expenditures, cost of course offerings, changes in schedule projections, salary projections, budget audits and evaluation, and reconciliation and projections. The incumbent engages in historical analyses and other research projects to support the development and implementation of new initiatives.

The incumbent is a representative of CAHSS and should maintain professionalism and confidentiality at all times as well as cordial and effective working relationships with departmental faculty and staff and faculty and staff across the University.

Duties:

80% Budgetary/Administrative Oversight

- Research, analyze, organize and coordinate all fiscal matters, whether strategic or operational, for the College in partnership with the Office of Academic Affairs.
- Serve as budget advisor to the Dean, fully accountable for the College's fiscal compliance, health, and integrity.
- Provide fiscal leadership to professional and administrative staff in the College's departmental cost centers.
- Serve on the Dean's leadership team, as a member of the College Budget Committee and represent the Dean and College in university financial working groups.
- Serve as liaison for the College to the Academic Affairs budget analysts' group, including attending meetings and participating on task forces for the division.
- Develop and oversee the implementation of internal policies and procedures for use by the College's professional and administrative staff in coordination with the Office of Academic Affairs.
- Evaluate financial impact of personnel decisions, Service Salary Increases (SSIs), Faculty Early Retirement Program (FERPs), sabbaticals, Difference in Pay (DIP) leaves, retirement and replacement backfills and make recommendations to the Dean.
- Review all appointment and payroll documents to determine accuracy and fiscal impact on the College and its departments.
- Assess the impact of adding or canceling academic courses, majors and/or programs on the College's resources and recommend actions to meet the College's key objectives. Provides budgetary advice and analysis in the planning of course offerings in preparation for the next academic year (November planning meetings and follow-up).
- Work with University contracts and outside agencies to resolve all budget issues, ranging from routine to complex. Inform the Dean of decisions made and/or suggest possible options or solutions to address complex issues.
- Serve as liaison for the College, working with other university administrative and support offices and committees to research, analyze, evaluate, coordinate and process data. This includes the Office of Academic Affairs (OAA), University Budget Office (UBO), Procurement, College of Extended Education and Global Engagement (CEEGE), Accounts Payable, Accounting, Payroll, Human Resources, Academic Personnel Services and others.
- Transfer and manage all funds for tenure-line faculty, lecturers, Teaching Associates, Graduate Assistants, and staff. Review and monitor position inventory for permanent positions. Coordinate with OAA and University for appropriate inclusion of positions to satisfy the College's strategic and financial goals.
- Monitor budget and expenditures and reconcile projections with University general ledgers and payroll.
- Provide buyout calculations for grant applications and proposals. Review grant proposals for language and/or provisions that unfavorably impact the College budget; i.e. faculty load, assigned time and benefit reimbursements. Make recommendations to the Dean regarding the financial implications of grant or contract proposals.
- Request and track assigned time reimbursements from HSU Sponsored Programs Foundations, OAA, University Senate Office (USO), California State University (CSU), California Faculty Association (CFA) and other outside agencies.
- Provide leadership to department staff by advising on the use of University and College budget procedures, financial systems, data warehouse programs, and other CMS modules.
- Coordinate all of the complex aspects of instructional work assignment, and budgetary requirements created by the location of CEEGE programs within the College.
- Serve as contact for College when questions arise about appropriate use of Scheduling, Planning and Analysis (SPA) software, appropriate data input, recommendation of when to use assigned time, collateral, leave codes, or other questions as they arise.

- Provide training on the use of planning, tracking and management software as needed.
- Analyze discrepancies and make recommendations for resolving inconsistencies between PeopleSoft course catalog, historical practice, and current class mode WTU calculation.
- Responsible for College computer refresh, including communication and coordination between Information Technology Consultant and College; review and approval of computer refresh for faculty, staff, and student labs; and appropriate follow up.
- Oversee administrative aspects related to budget funding from outside the College, such as Research, Scholarship, and Creative Activities (RSCA) program funds, Office of Diversity, Equity, and Inclusion (ODEI) funding, E01110 funding, Center for Teaching & Learning (CTL), etc.
- Responsible for Questica quarterly reporting, including budget true-up of projections.

20% Statistical Analysis and Reporting

- Forecast instructional faculty and non-instructional staff/management costs.
- Compile, analyze, and make recommendations on statistical and historical financial information, such as budget and position allocation data by departments and programs, and budget projections, actuals, and variances by cost centers and College.
- Provide oral or written information presentations to faculty, staff, Dean, and others related to budgetary allocation, year-end carryover, and comparisons and implications of appointing faculty and staff. Assess the most effective method of summarizing and presenting data to a particular audience.
- Research, develop, modify, and update information for the college personnel salary expenditures, incorporating information provided by departments, Payroll, UBO, and the OAA. Investigate and resolve salary discrepancies.
- Utilize software and computer information systems related to resource management and analysis, such as spreadsheet and database technology, work processing, and CMS modules.

Minimum Qualifications: Entry into this position requires general knowledge and skills in the applicable administrative and/or program field with a foundational knowledge of public administration principles, practices, and methods. Bachelor's degree and/or equivalent training and administrative work experience involving study, analysis and/or evaluation leading to the improvement of administrative policies, procedures, practices or programs.

Required Knowledge, Skills, and Abilities:

- Working knowledge of budget management as it relates to appropriate fund allocations, fund restrictions, program specific uses, and their impact on the college unit.
- Demonstrated expertise in and advanced knowledge of the principles, problems, and methods of public and business administration and operational and fiscal management.
- Skills in accessing information stored in large data systems.
- Advanced knowledge and skill using Microsoft Excel.
- Working knowledge of or the ability to quickly learn computer applications, including PeopleSoft, OBI, Microsoft Word, Google applications and Microsoft PowerPoint.
- Skills in analyzing and interpreting written material and quantitative data to draw conclusions and make recommendations based on that data.
- Use of appreciable judgment in the consultative development of policies and procedures related to issues frequently not covered by existing policies and procedures. Precedents and policies to guide development activities may be available for reference.
- Ability to understand problems from a broad, interactive perspective and discern applicable underlying principles to conceive of and develop strategic solutions.

- Ability to write clear and concise reports, memoranda, and policies and procedures.
- Ability to effectively present ideas and concepts in written or presentation format and use consultative and facilitation skills to gain consensus.
- Demonstrated ability to explain complex issues in a concise manner to faculty, staff and administrators.
- Independent determination of approaches to project and priorities with an ability to work as part of a team within the larger division. Work is reviewed against overall goals and objectives, with full accountability for results.
- Ability to coordinate efforts and collaborate with a variety of individuals with diverse ideas.
- Ability to establish priorities and manage multiple activities to meet unit, division and university deadlines.
- Ability to complete assignments with attention to detail and high degree of accuracy.
- Strong interpersonal skills including tact, diplomacy, and flexibility to work effectively with senior administration, faculty, staff, and outside agencies and ability to handle potentially sensitive situations.
- Experience building and sustaining collaborative working relationships with a variety of individuals from diverse backgrounds.
- Under general direction, performance of administrative and/or program leadership in a large and/or complex organizational unit with broad impact. Required to assess, formulate, and evaluate the impact of recommended or implemented policies from a strategic and operational perspective. Work requires regular participation in planning and development activities and, as required, independent determination of methods to meet programmatic or administrative goals.
- Influence over key objectives and longer-term goals of an organizational unit and/or program with high visibility or broad impact within and outside the organization.
- Serve as the primary contact for the unit regarding budget matters. May manage relationships with outside entities or agencies and manage sensitive information and situations.
- May oversee day-to-day college and program budget operations and provide lead work direction to administrative support coordinators, with accountability for results.
- Thorough knowledge of and ability to apply extensive expertise to complex programs and/or administrative specialties, including pertinent HSU/CSU policies and procedures.

Preferred Qualifications: Master's degree or three years of progressively responsible budget/financial professional experience, preferably in a university or governmental setting including duties such as preparation, justification, analysis, control and administration of a budget or budgetary process; general knowledge of: HSU/CSU budget systems; CSU salary schedule and classification standards; procedures for appointment of faculty and staff; general knowledge of rules and regulations relating to budget allocations, budget projections, payroll, accounting, financial services, and human resources; familiarity with PeopleSoft, Oracle Business Intelligence (OBI), database management, and spreadsheet software packages.

Application Procedure: To apply, qualified candidates must electronically submit the following materials via Interfolio (link below):

- Letter of Interest
- Resume or Curriculum Vitae
- Contact information for at least three professional references
- HSU Employment History Form (HSU Employment History Form: <https://forms.humboldt.edu/employment-history-form>); NOTE: Download the HSU Employment History Form and save it as a PDF file prior to filling it out. If

the form is completed in an online browser, content WILL NOT be saved).

CLICK HERE TO APPLY NOW: <http://apply.interfolio.com/96117>

Application Deadline: The deadline to submit application materials is 11:59 p.m. on Sunday, October 17, 2021.

Any inquiries about this recruitment can be directed to careers@humboldt.edu or HSU's Human Resources Office at (707) 826-3626.

Humboldt State University sits on the traditional homelands of the Wiyot people in what is currently called Arcata, CA. The Wiyot people call the area Goudi'ni (over in the woods). HSU was the first campus in the California State University system to offer a stand-alone major in Native American Studies.

HSU is committed to enriching its educational environment and its culture through the diversity of its staff, faculty, and administration. Persons with interest and experience in helping organizations set and achieve goals relative to diversity and inclusion are especially encouraged to apply.

Humboldt State University is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier public institutions in the Western United States; it is a rural and residential campus of approximately 7,000 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate, and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of approximately 135,000. The community offers an excellent range of businesses, services, and cultural activities and performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.

It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed applications will not be considered for vacancies. Any reference in this announcement to required periods of experience or education is full-time activity. Part-time experience or education--or activities only part of which are qualifying--will receive proportionate credit. Humboldt State University is not a sponsoring agency for staff or management positions (i.e. H-1B Visas).

Evidence of required degree(s), certification(s), or license(s) is required prior to the appointment date. A background check (including a criminal records check, employment verification, and education verification) must be completed satisfactorily before any candidate can be offered a position with the CSU. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Adverse findings from a background check may affect the employment status of candidates or continued employment of current CSU employees who are being considered for the position.

Humboldt State University is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Humboldt State University can be found at www.humboldt.edu.

Humboldt State University is a Title IX/Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status.

Compliance with the California Child Abuse and Neglect Reporting Act (CANRA) and CSU Executive Order 1083 Revised July 21, 2017 (EO 1083) is a condition of employment. CSU employees in positions with duties that involve regular contact with children or positions which supervise such employees are designated as Mandated Reporters under CANRA and are required to comply with the requirements set forth in EO 1083. Upon appointment to this position, the successful candidate(s) will be notified of and required to acknowledge their CANRA reporting status.

Additionally, all CSU staff and faculty receive training annually on their obligations in responding to and reporting incidents of sexual harassment and sexual violence. You will be notified by email when you are required to take this mandated training.

Class Code: 1038

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See more photos at [Humboldt State University's Flickr page](#).